

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT INTRADEPARTMENTAL CORRESPONDENCE

	REFERRED FOR ACTION
	ANSWER FOR MY SIGNATURE
	FOR FILE
	FOR YOUR INFORMATION
	FOR SIGNATURE
	_ RETURN TO ME
	_ PLEASE SEE ME
	PLEASE TELEPHONE ME
	FOR APPROVAL
	_ PLEASE ADVISE ME
BY _	DATE
BY_	DATE
BY _	DATE

MEMORANDUM

TO: PATTY O. PARSONS

DOTD FINANCIAL SERVICES ADMINISTRATOR

ATTN: ATTENTION: MS. CONNIE LESAGE

FROM: *

PROPERTY MANAGEMENT AGENT

DATE: February 26, 2003

SUBJECT: Lease Payment

Attached herewith is Check No. *, dated *, in the amount of \$*, drawn on *, payable for * (which month's rent) rent to the Department for Parcel No. *.

Please initial the attached copy and return to this office as receipt for our files.

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Attachments

cc: Deborah H. McKneely

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
The Commence of the Contract o	57112
APPROVED	DATE